

**Helping Educate Responsible, Outstanding, & Enlightened Students**

A 501(c)(3) Non-profit Scholarship Funding Organization Serving At-Risk and Underprivileged Children of Florida

Office: 424 B Third Street South, Jacksonville Beach, FL 32250
Secure Mail: PO Box 49099, Jacksonville Beach, FL 32240-9099
Phone: (904) 247-6033 Toll Free: (866) 266-0790
Fax: (904) 247-6034
E-mail: FloridaHEROES@aol.com Web site: www.ForHEROES.com
Florida Registration Number: CH7462

Capital City Preparatory Schools, Inc.
Attn: Mr. & Mrs. Barr
1410 E. Indianhead Drive
Tallahassee, FL 32301

November 28, 2003

Dear Mr. and Mrs. Barr

A recent audit of H.E.R.O.E.S. Scholarship Funding Organization records revealed areas of concern in the Capital City Preparatory School (CCPS) administration of CTC scholarship payments. CCPS will not receive future CTC scholarship payments effective immediately pending an investigation into these concerns.

Parents of CCPS students currently receiving CTC scholarships will be notified of this change in status and will be given information regarding alternative eligible schools. Parents will also be notified of the following requirements placed on CCPS for disbursement of the final scholarship distribution on December 1, 2003.

CAPITAL CITY PREPARATORY SCHOOL WILL:

1. Receive the checks personally delivered by H.E.R.O.E.S. executive director on November 28, 2003.
2. Verify the actual checks against the Student Enrollment Verification Report to ensure accuracy of distribution.
3. Return to executive director any checks not applicable or accurate.
4. Sign and return to executive director one copy of the Student Enrollment Verification Report.
5. REQUIRE parents to come in to the school and personally endorse the scholarship check over to the school AND bring a photo ID with signature.
6. Photocopy the photo ID and the endorsement on the scholarship check.
7. Mail photocopies of the photo ID and scholarship check endorsement to:
H.E.R.O.E.S., Inc.
P.O. Box 49099
Jacksonville Beach, FL 32240-9099

Failure to follow these requirements will result in supporting documentation being provided to assist in the pending investigation.

The decision to discontinue further scholarships and invoke additional accountability measures was a difficult one with many factors considered. H.E.R.O.E.S. students are our primary concern and responsibility. We are entrusted with the stewardship of their education and are mandated to protect the rights of the parents who, through the CTC scholarship, can place their children in the school that best meets their needs. We must protect the integrity of the program if we are to continue fulfilling our responsibility and that was the determining factor in this decision.

Thank you for complying with these requirements.

Cindy Forster,
Executive Director